



ArtStarts is hiring!



ORGANIZATION ArtStarts in Schools	POSITION Program Manager 21 hours/week	REMUNERATION \$32,160 + Benefits Permanent Part-Time
APPLICATION DEADLINE April 19th, 2021	START DATE June 14th, 2021	CONTACT Paneet Singh

ABOUT ARTSTARTS

ArtStarts is a charitable, not-for-profit organization, dedicated to promoting art and creativity in young people’s lives. We focus on creating meaningful change where young people benefit most equitably and directly – in their schools and classrooms. By providing young people with access to arts-based learning experiences, we develop a generation that values the creative, collaborative and innovative skills necessary to thrive in the 21st century. You can read more about our mission, vision, and guiding principles here: <https://artstarts.com/about>

COMMITMENT TO ANTI-OPPRESSION

As an arts organization aimed at working with young people, we have an important role to play in advancing and strengthening the values of justice, equity, diversity and inclusion. As part of this active learning journey, we are taking a magnifying lens to our core programs and also taking a birds-eye view of ArtStarts as a whole and identifying how we can apply an equity and decolonization lens to our work. Social justice issues are no longer the responsibility of activist organizations, but instead a moral responsibility for all of us as human beings. Social justice through the arts is a powerful approach and now an integrated part of our work towards mission impact.

ABOUT THE TEAM

Our current staff team is made up of 9 full-time and 1 part-time employees. We are all committed to our own anti-oppression learning journey and focused on finding ways to embody our commitment to equity and decolonization both internally and externally at ArtStarts.

Staff are currently working remotely from home with the option of working from the office on a rotating schedule. When it is safe to do so, we expect to return to working from our office in downtown Vancouver. Accessibility details of our space are noted here: <https://artstarts.com/gallery>.

OUR ORGANIZATION CULTURE

At ArtStarts, our culture is rooted in shared values and shared purpose. We align first and foremost around our mission and vision. We work towards shared goals that drive mission impact. Our work is not just about keeping our organization afloat, it is about making our mission happen.

ABOUT THE GALLERY

The ArtStarts Gallery is pedagogical – to showcase how students, artists, and educators are facilitating learning through the arts across the province. Since the gallery opened in 2006, our exhibitions have celebrated the exciting artwork that emerges when students, educators, and professional artists work together to deepen learning, creativity, and community connections. We believe that a focus on young people in a gallery space can be transformative and that art is essential for every body.



In 2019, we shifted our exhibition space into a hybrid presentation and maker space. In doing so, we were able to continue our pedagogical goals by showing, inviting, and engaging our visitors, who could personally experience how art was essential to learning and discovery. The Maker Space Exhibition that was installed in the Gallery last year is a good example of our mission in action. The space engaged young people in their own creative expression, problem solving, and hands-on making. We want to continue this ethos in future exhibitions and are looking for a Program Manager that aligns with the values of maker space.

Our Mezzanine gallery provides a place to showcase work produced by our programs and grants with a professional gallery aesthetic and extends our visitor experience upstairs past the Reading Corner and felt board for very young children and their families.

JOB DESCRIPTION

ArtStarts in Schools is seeking a Program Manager (Public Programs) to join our team. This position reports to the Director of Programs, is an active member of the Programs team, manages the ArtStarts gallery maker space and relevant public programming, and actively collaborates with all team members. We are seeking someone who understands arts education, has experience in working with young people, and can manage the gallery with a curatorial vision while holding up its pedagogical values as a maker space. We are looking for someone who is values-aligned, and driven by our mission to expand the role of art in education to enable young people to thrive in learning and in life. This position is responsible for providing leadership and direction when envisioning the future of ArtStarts' gallery space.

Currently, the ArtStarts Gallery is closed to the public due to COVID-19 protocols, public programming is taking place online, and the Program Manager position is at this time mainly a satellite position, which will all be subject to change as COVID-19 regulations continue to evolve over time. Further, the ArtStarts Gallery is currently undergoing accessibility assessments and re-strategizing, and will likely be closed for indefinite periods of time in the future for restroom and lift upgrades and renovations. The Program Manager will be responsible for supporting the Director of Administration in these projects, and finding creative reimaginings for delivering family and public programming during times when the gallery space is not available.

Responsibilities

Family and Public Programs

- Plan family and public programs in relationship to gallery space (such as ArtStarts Explores), with the flexibility and ability to facilitate programs as necessary
- Support Program Managers who are delivering other components of family programs, such as ArtStarts on Saturdays
- Organize assigned volunteers to support gallery programming

Gallery Management

- Develop the vision and strategy for Gallery Maker Space exhibitions and programming (including tours, workshops and weekend events for families).
- Manage the process of safe exhibition strike, installation, and maintenance
- Manage the Gallery budget, workflow, and any contract staff
- Support the Communications Manager by providing content to use in marketing materials and with strategies to promote Gallery events and activities with target audiences.
- Develop online presence of ArtStarts Gallery - building on the work from "Our Province at Play" series
- Provide logistical support to the Director of Administration in ongoing construction and accessibility upgrades.

Team Collaboration & People Management

- Participate as an active member of the Programs Team to schedule gallery, family, and public programming into the year's program calendar
- Manage and work in collaboration with Gallery Coordinator & Preparator to conceive and oversee installation of interactive learning exhibitions
- Liaise between part-time gallery staff, contractors, volunteers, and full time ArtStarts staff
- Regularly check-in with Director of Programs to ensure that gallery, family, and public programs are meeting timelines, within budget, and aligning with organization's strategic plan
- Attend weekly staff-wide meetings

Qualifications



The following will enable you to excel in this role:

- Post-secondary training and/or work experience in the fields of art and/or education
- An active creative practice and commitment to lifelong learning
- Understanding of different types of gallery and artistic maker spaces
- Experience creating programs that are experiential and process-based
- Experience engaging and working with culturally diverse communities
- Strong collaboration skills and the ability to work as part of a team
- Comfort using (or learning to use) Slack, Salesforce, and Google Suite
- Experience designing and delivering online programs is considered a strong asset

In addition, we are looking for someone who is:

- Passionate about the ArtStarts mission and vision
- Committed to advancing equity and decolonization work
- Able to adapt and pivot during times of change
- A leader that contributes positively to our organizational culture
- Able to generate creative ideas by exploring multiple possible solutions
- Willing to take initiative and test new approaches to increase the impact of our work

REMUNERATION

ArtStarts has integrated a fixed tier compensation model for all employees. This means compensation is based on tiers which are determined by title (coordinators, managers, and directors) and each tier has a fixed salary. Salaries are not adjusted (up or down) based on education and/or experience. If a person is determined to be the best fit for the role, they are hired and offered the fixed tier salary. New employees receive the same fixed tier salary as current employees.

The salary for this position is fixed at \$32,160 for 21 hours/week and is not negotiable. There is some flexibility as to how you distribute the 21 hours throughout the week. Additional benefits include paid vacation time, a professional development allowance, and extended health and dental coverage for the employee, partner, and dependents.

HOW TO APPLY

We encourage all applicants who believe they can excel in this role to apply, regardless of background and experience. We particularly encourage applicants from members of communities that are marginalized or that experience structural discrimination, including those identifying as Black, Indigenous, people of colour, LGBTQ2IA+, and those living with a visible or invisible disability.* Please consider self-identifying in your cover letter via email to help us prioritize your application.

To apply, please submit a cover letter and resumé to team@artstarts.com.

Your cover letter is an opportunity to identify:

- how your strengths and experiences align with this job opportunity;
- how you fit with the organizational culture and commitment to anti-oppression described above

Applications will be reviewed as they are received so apply early and no later than April 19th at 11:59pm.

We acknowledge that we carry out our work on the lands of Indigenous nations throughout colonial British Columbia. Our office and the ArtStarts Gallery are located on the unceded, ancestral, and traditional territory of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Selilwítlh (Tseil-Waututh) peoples.

*With our ongoing renovations, there is currently no lift access to our second floor offices. In the spirit of transparency, we would like to share this information with potential applicants to acknowledge that currently our space is not completely accessible. We will work together with shortlisted candidates to mutually understand access needs and work towards making a safe, inclusive, and accessible work environment.